

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

1 December 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING)(5-70)

DATES 11 - 16 January 1970 (Sunday  
afternoon - Friday afternoon)

LOCATION

25X1A

OBJECTIVES

To increase individual effective-  
ness on the job by providing  
better understanding of planning  
as a managerial skill and familiari-  
zation with the Agency's overall  
planning system.

FOR

Unit chiefs who have a need for  
better understanding of planning  
methods and processes.

Staff officers who provide planning  
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time)  
course which provides a systematic  
framework for managerial planning,  
identifies and analyzes basic  
styles of planning, covers  
selected techniques useful in  
planning, and provides an orienta-  
tion on the Agency's overall  
PPB system. Developed under con-

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active learning through pre-course  
work, team problem-solving, and  
case study. Formal lectures are  
kept at a minimum.

SECRET

(Over, please)

GROUP 1  
Excluded from automatic  
downgrading and declassification

SECRET

PRECOURSE WORK      Approximately 20 hours. Material to be sent out on or about Monday, 22 December 1969.

REGISTRATION      Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 17 December 1969. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST      Responsibility of participating office.

ADDITIONAL INFORMATION      On course content, call extension  
[REDACTED]      On registration, extension

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